

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
COUNTY OF NEWPORT**

The Town Council of the Town of Tiverton, County and State aforesaid held a Special Meeting on Saturday, the 14th day of February 2015 at 9:00 a.m. at the Tiverton Town Hall, 343 Highland Road.

MEMBERS PRESENT:

Council President deMedeiros , Vice-President Chabot, Councilor Lambert, Councilor Peter Mello, Councilor Pelletier, Councilor Perry and Councilor Sousa.

Town Administrator Matthew Wojcik and Town Clerk Nancy Mello were also present.

1. Call To Order:

President deMedeiros opened the Special Meeting with the Pledge of Allegiance to the Flag then called the meeting to order at 9:12 a.m.

**2. Overall Discussion and Possible Votes on FY 2015/2016 Budget
Including Planning Department, Planning Board, Recreation, Town Administrator, Building/
Zoning Town Hall**

President deMedeiros suggested the Council take votes on any changes going forward. Town Administrator Wojcik clarified some of the numbers from the special meeting of January 24. Started with the Recreation Committee, Keith Cory, Recreation Coordinator was also in attendance. Relative to the Fire Department, 3rd Class Fire Fighters, in trying to be precise, that number should be \$35,751. Third Class FF will have 2 men for 10 months hence that figure. Fourth Class FF line item should be \$196,328, has to do with rate of pay. Will leave Probationary FF at zero, at some time all those will become 4th Class FF. Councilor Sousa requested the FD Rescue 1 be looked at, looking to get another year out of the current one, like to have hard numbers on how much time is left on that vehicle, have heard the chassis and drive train are fine. T/A Wojcik discussed with Chief Lloyd, need mechanic to look at it, called attention to keeping on a replacement schedule. Have left to the Chief the judgment call for a schedule to replace vehicles. The backup makes about 12 runs per year. Agreed with the Councilor do need to look at the unit, the water pump failure is a symptom of a problem. President deMedeiros believed there to be 3 rescues, one at every station. T/A Wojcik thought there to be 2 rescues and 1 backup. Councilor Perry was all for safety, but believed a new one would be purchased after Rescue 2 was paid off, currently in the 4th of 5 payments. T/A Wojcik will clarify with the Chief. Councilor Sousa suggested using the money from the ambulance for the Chief's new vehicle. President deMedeiros noted the Tuesday agenda had the Fire Department overtime, suggest having Chief Lloyd attend to clarify. T/A Wojcik noted the mechanic has been fixing Fire Department vehicles; problem seems to be electrical, other Towns experiencing the same problems with this one vendor. Will have stronger language for future proposals. President deMedeiros called for a motion on the changes discussed earlier.

Councilor Perry made a motion, seconded by Councilor Chabot to change Fire Fighters 3rd Class to \$35,751 and Fire Fighters 4th Class to \$196,328. Motion passed unanimously.

Councilor Chabot questioned if payments were made all at once or on a monthly basis. T/A Wojcik explained don't have cash flow liquidity issues, Councilor Chabot noted if paying monthly could pay 6 months out of this year, 6 months out of next year. On page 13 President deMedeiros called attention to the numbers in blue ink, were tweaked at the last meeting, called for a motion.

Councilor Perry made a motion, seconded by Councilor Chabot to change on page 13 the Police Department Holiday Pay to \$140,444 and Longevity- Union to \$90,190. Motion passed unanimously.

T/A Wojcik explained the change for the Animal Control Officer was for the current salary.

Councilor Pelletier made a motion, seconded by Councilor Chabot to the Animal Control Officer to \$45,483. Motion passed unanimously.

T/A Wojcik explained State Education Mandated line item was prorated.

Councilor Chabot made a motion, seconded by Councilor Perry to change State Education Mandated to \$48,516. Councilor Lambert questioned why the figure for the Animal Shelter decreased. Councilor Sousa had met with the T/A, Police Chief and Barbara Pelletier to discuss the possibility of doing this in house. Would need a strong volunteer base, thought was to go out to bid first, have new owners at the current facility. T/A Wojcik explained this number is for 6 cages at \$12.25 per cage, sometimes use less, and becomes a wash. Budgeted for the existing contract. Motion passed unanimously.

Recreation

Administrator Wojcik discussed 3 major topics, Gary Rose resigned Chairmanship of the Recreation Committee, had worked the budget with Mr. Rose and the Commission, represents a significant change from what was formerly presented. For the next year Grinnell's Beach will be closed, too much construction activity. Will not have revenues or expenses from that beach. Councilor Pelletier questioned if there was a backup scenario in case the State does not come up with funds for the abutment. T/A Wojcik was assured by the State construction is on schedule. Second major point, Recreation wants to add a second program at Bulgarmarsh Park versus field trips, charge \$350 for the whole summer. Mr. Cory explained, Recreation runs a summer program at Pocasset School, has been run at \$100 for the summer, and really should be \$100 per week. T/A Wojcik explained they will be extending the hours, a structured program, Bulgarmarsh Park right next to the library, expect revenues to offset expenses. The third major point is field maintenance, need regular maintenance, reconfigured the Recreation budget, asking also for \$3,500 to fix Fort Barton fencing, damaged from a fallen branch. Need a vendor to maintain fields on a regular basis.

President deMedeiros had attended the Recreation meeting, will be asking the Town Solicitor to draw up a resolution for the Referendum for a restricted Recreation account, those funds will not go into the General Fund. Would rent out fields to club teams and tournaments. T/A Wojcik manages a club team, can pay \$150 per hour per game, would like to see park revenues go to support those fields. Town Clerk Nancy Mello called attention to the Charter and stipulation that all revenue goes in general fund. Councilor Pelletier wondered what would stop other boards and commissions from doing the same. President deMedeiros also noted at the Recreation meeting there was talk of using the High School for cooking classes. Mr. Cory explained the Commission would like to create a campus concept at the High School and Ranger, a Tiverton Town Camp, would allow the Commission to raise fees, goal is to be self-sufficient. President deMedeiros explained the proposed resolution would be for field maintenance only. T/A Wojcik explained club teams can't get access, need a field policy in place, another option would be an enterprise fund, have seen that in other communities for parks and recreation. Mr. Cory explained, right now not charging anyone, looking to bring in outside groups and clubs. Councilor Sousa wanted to make sure it was affordable for all families, should not be all pure profit. Mr. Cory explained the fields have to be nicer, raised the price at Grinnell's, did not improve the facilities, attendance fell. Eliminated the swim program, can't compete with other programs, last year only 3 people signed up. Have to pay a lifeguard to run the program, the Yacht club runs a program year round. Councilor Chabot added the marina also runs a program. Councilor Pelletier commented, the Town doesn't have a public facility for recreation that has to do with the water aside from the

beach. Mr. Cory noted most other communities have full time recreation programs. Councilor Chabot suggested one thing at a time; start with the fields first, cannot do all at once. T/A Wojcik did not think the Little League teams should be charged unless they do damage to the fields. President deMedeiros understood the revenue part of it; have to convince the Budget Committee (BC), trying to ensure the fields get taken care of with the revenue. This is a way to make sure the fields are maintained, don't have to plead for money every year. Mr. Cory noted Recreation was satisfied with the budget, money is going into infrastructure; need to look at programming to use the fields the Town has. Councilor Perry questioned the T/A if grant money was available. T/A Wojcik will pursue, CDBG money has a number of restrictions. Mr. Cory explained national programs are very rigid, specific as to what they can cover. President deMedeiros noted the Council accepted the resignation of Gary Rose, he meant to resign as Chair. T/A Wojcik had correspondence from Mr. Rose that was very clear. Sally Black suggested using the wording safe and supervised when applying for a grant and will contribute to health and wellness.

Planning Department, Planning Board

T/A Wojcik suggested not making a decision today without hearing from the Planning Board Chair. Recommended the Comprehensive Plan Update Consultant be zeroed out, because of the hiring of a Planner. Cut Comp Plan advertising by \$500, cut Comp Plan Mapping to zero and cut Subdivision advertising by \$500. Eliminated Consulting Services for Zoning, use the in house attorney. Storage of records is problem town wide; most of the mailroom has Planning records brought over from Judson Street. Not sure offsite storage is a solution, should hear from Chairman Steve Hughes. Town Clerk Mello explained everything for Land Evidence is digitized, scanned into ACS. Probate is also scanned, disk sent to ACS. As grant money is available, use that to digitize more books. Councilor Sousa suggested selling Essex Library, President deMedeiros suggested using it for additional storage, can't sell the building. Councilor Pelletier noted Essex has to be used for a library purpose, to be used by the Town. Need a comprehensive look at the data on paper in all the buildings, the Town's exposure to catastrophic events in this building.

Town Clerk Mello opined anything would be helpful, have 30 years of probate records in the vault, the rest is in the basement archives. DPW Director Berlucchi is getting prices for portable vaults; any addition to the building would be helpful. President deMedeiros suggested inviting Chairman Hughes to the Saturday, February 28 budget meeting. Town Clerk Mello explained last year the Clerk's budget had \$10,000 for Advertising/Ordinances, had removed that from the Clerk budget, see it is still requested. Should be under Town Council if the Council still wants it. Councilor Chabot clarified there is enough money in this year's budget for the Comp Plan, but if it goes into next year there is no money. Town Clerk clarified the \$10,000 should be removed from the Clerk budget and put into the Council budget so it can be controlled from there.

Councilor Pelletier made a motion, seconded by Councilor Chabot to move the line item Advertising/Ordinances, 1010-6954, to the Town Council budget, moving the \$10,000 to what is already there, a number to be reassigned by the Treasurer. Motion passed unanimously.

Town Clerk will distribute updated budgets for Tuesday, February 17th meeting. Discussion turned to the Planning Department budget, T/A Wojcik put in a number sufficient to fund the budget. Looking at office space for the Planner, looking at using the mailroom. Councilor Lambert recalled conversation with prior Administrator on using Essex for Planning. T/A Wojcik explained that building would need significant changes, can't see that for this year. Want to seal up at limited expense. Will be easier to move the mailboxes, should use the Senior Center for meetings. If Essex is to be reutilized, suggest Planning and Zoning, is a discussion for another day. The Planning staff salaries increased by the AFSCME contract at 1.5%. For the record the memorandum between AFSCME and Ms. Michaud has

been dissolved, this is the union increase only. Cut some of the line items historically for usage. Pursuing cost savings for telephones. Do not have an email server, have identified a problem between 5-8am with the Wi-Fi, is a security issue or malware. Councilor Chabot questioned the T/A on not recommending a Plotter. No one has identified a need by not having a plotter, saves \$8k. Perhaps in the future if the charges can be justified.

Town Administrator

T/A Wojcik budgeted every department head at 2%, the Administrative Assistant 1.5% increase does a good job, works with health insurers, life insurance, monitors personnel files. Next year will recommend 2.5%, is very detail oriented. Reduced Automobile Expense to \$400 for mileage reimbursement uses his own vehicle. Councilor Sousa requested the status of each vehicle, seems the Town fleet is growing. Cut the League of Cities and Towns to \$8,880, of that \$2,755 for Newport County Chamber of Commerce, RI City and Town Managers association. In years past Administrators paid for a binder of previous labor cases, cut that out of the budget. T/A Wojcik is on the Executive Board of the League, talk seriously about collective bargaining agreements, legislative agendas. Dan Beardsley of the League has a seat on the pension board. Banded together for energy generation, streetlights, think is a beneficial value for the Town. Councilor Sousa noted Towns need help with binding arbitration, T/A Wojcik explained the League has been working on that issue. Relative to Employee Manual Maintenance, have Paychex as a service consultant on this project for a personnel handbook, will be dealing with specific municipal issues. Anticipate some expenses going into next year, once completed will terminate the contract. The handbook will come to the Council for approval, probably have half day cookouts for mandatory briefings, have them sign off. President deMedeiros suggested taking Building/Zoning on Tuesday, February 17th special meeting.

3. Update on Library Budget

Ann Grealish-Rust had presented at the last special meeting a spreadsheet with a draft of library operating expenses. T/A Wojcik suggested increasing the custodian hours to 40 to help with library maintenance. The library Director got some quotes on cleaning the building approximately and cleaning of the ground at \$7,700, just have a bottom line figure. T/A Wojcik had more detail, think this has to go up a reasonable amount. Councilor Lambert figured the increase to be \$35 per person to use the library. The library system in the past was not enrolled in the electricity contract spending 18 cents per kW vs the Town rate 9 cents. Two portions of electric bill, one is set other don't know; estimate total cost \$26,700. T/A Wojcik noted any discussion of the cap is premature, School budget coming in at .9, municipal side 1.3%. President deMedeiros preferred to wait on the library budget, want to see the revenue numbers. Councilor Sousa noted the approximate \$14k cost to heat the old library, like to sell. Councilor Pelletier explained, has deed restrictions, would need a Cy Pres action. Councilor Lambert explained that meant as close as possible to the original intent. Town Clerk noted Tuesday of next week will have the Fire Department budget also discussed.

3. ADJOURNMENT:

Councilor Pelletier motioned to adjourn, seconded by Councilor Sousa, passed unanimously.

The Special Meeting adjourned at 12:15 p.m.

A True Copy. ATTEST: _____ Nancy L. Mello, Town Clerk